**Background to the Post of West London Grants Officer**

**About the Foundation**

The Jack Petchey Foundation is a young progressive grant-making Trust based in Canary Wharf in East London. It has grown rapidly since its formation in 1999 and is an influential charitable Foundation which has invested over £125 million in youth organisations.

The Jack Petchey Foundation operates in all the London boroughs and Essex.

A key element of the Jack Petchey Foundation programme is the Achievement Award Scheme. This popular programme now operates 2029 schemes in over 1600 schools, colleges and youth organisations throughout London and Essex and contributes millions of pounds each year to support youth work in the area.

The Achievement Award Scheme aims to enable schools, colleges and youth organisations to recognise, reward and celebrate the achievements of their young people. Jack Petchey wants young people to raise their aspirations, believe in themselves and make a contribution to their society. Achievement Awards are designed to recognise a wide range of achievement, not just the clever and the gifted but to recognise the effort involved in ‘doing your best’.

In addition to the Achievement Award Scheme the Foundation funds a number of initiatives through its major grants programme, such as the Jack Petchey Speak-out Challenge, Step into Dance, Panathlon Challenge etc. The foundations budget for 2020 is over £9 million and this is set to grow in future years.

Further details about the Foundation can be found at [www.jackpetcheyfoundation.org.uk](http://www.jackpetcheyfoundation.org.uk)

Jack Petchey, now aged 94, is a successful East London businessman. He established the Foundation to support work with young people and remains actively involved in the Foundation as Patron.

**Our Values**

The Jack Petchey Foundation values are central to all that we do. You will deliver these values in your day to day work as part of a supportive and friendly team of staff.

* Inspire and raise the aspirations of young people.
* Affirm, reward and celebrate achievement.
* Value young people and those who work with them, advocating their views and putting young peoples’ voice at the centre of our work.
* Develop young peoples’ confidence, motivating them to take on new challenges and to believe in themselves.
* Be positive and promote a positive perspective on life.
* Be inclusive, working at grass roots and building communities.
* Promote a culture of ‘giving something back’.
* Strive for excellence in our work.

**The team**

The team consists of 19 staff structured into the following teams:

**Chief Executive Officer, Operations Director** and **Personal Assistant/Office Manager**

The **Grants Team** is led by the Head of Grants Team working with 5 Grants Officers, a Senior Grants Administrator and an Assistant Grants Administrator. In addition, there is Head of Project Grants (currently on Maternity Leave) and a Head of Parnerships & Development

The **Events Team** is led by the Head of Events working with 1 Events Manager, 1 Events Coordinator and 1 Events Assistant.

The **PR/Comms Team** is led by the Head of Comms/PR and 1 PR coordinator and 1 intern.

An organisational chart is available to download as a separate PDF

**About the role**

The Jack Petchey Foundation has recently experienced a period of growth. This permanent post will support in the promotion, growth and development of all the JPF Grant Programmes within the West London area.

The post holder will manage the Achievement Award Scheme and associated programmes. He/she will work as part of a team of 5 grants officers who between them cover all of London and Essex. He/she will be responsible for maintaining positive relationships with circa 400 schools and youth organisations.

The work will involve promoting the scheme, assessing new applications, monitoring how the scheme operates, approving reports and ensuring that young people are positively rewarded for their achievements.

The work demands a wide range of skills and a high degree of flexibility; the ability to manage your own workload within agreed targets; to maintain a programme of planned visits and yet remain responsive to new developments; an eye for detail; good administration /office based skills and the ability to communicate confidently and present a positive external profile for the charity; and the ability to be accommodating and positive whilst also maintaining strong and consistent boundaries with regard to our grant making.

Evening and weekend work will be required to meet the demands of this role.

Please note, as stated on the Job Description, the post holder will work as part of the team from the Jack Petchey Foundation Headquarters.

**Making an application**

Please apply on our application form (available on our website) and ensure that you demonstrate **how your skills and experience meet the person specification** **and reflect the JPF values.**

The details you provide on the application are the only details upon which we will shortlist for the post. Please do not send CVs.

Applications should be returned to the Foundation **by 9am on the 30th January 2020.**

**We regret that we will only be able to contact applicants who are short-listed for interview.**

**Interviews will be held on 6th February 2020.**